

State of California

DEPARTMENT OF THE YOUTH AUTHORITY



REGISTERED NURSE
(CORRECTIONAL FACILITY)
OPEN STATEWIDE EXAMINATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open **STATEWIDE** examination. Application will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY Applications are available at Youth Authority offices/facilities, State Personnel Board at 801 Capitol Mall, Sacramento or at www.spb.ca.gov and the Employment Development Department.

Applications may be filed in person or by mail with the:

Department of the Youth Authority
Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, California 95823
(916) 262-1338

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

FINAL FILING DATE Applications will be accepted on a continuous basis until needs are met.

EXAMINATION INFORMATION Supplemental Application weighted 100%. All candidates who meet the requirements for admittance to this examination will be required to complete a Supplemental Application which will be mailed at a later date. **PERSONS WHO DO NOT RETURN THE COMPLETED SUPPLEMENTAL APPLICATION WILL BE CONSIDERED TO HAVE WITHDRAWN FROM THIS EXAMINATION.** The information on the Supplemental Application will be used to assess each candidate's relevant education and experience. The Supplemental Application will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

SALARY RANGES **Range A - \$3364 - \$4044 Range B - \$3600 - \$4338**
Range A - This range shall apply to incumbents who do not meet criteria for payment at a higher range.
Range B - This range shall apply to those incumbents who have satisfactorily completed the equivalent of 12 months of professional nursing experience.

SALARY BONUS A recruitment and retention bonus is pending union negotiations.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE:** It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Possession of a current license as a Registered Nurse in California.

(Applicants who do not meet this requirement will be admitted to the examination, but they must secure their required license before they will be considered eligible for appointment.)

NOTE: Applicants must show their Registered Nurse license number, title and expiration date on their application.

SPECIAL PERSONAL CHARACTERISTICS Empathic, understanding of patients of a Youth Authority facility; willingness to work in a correctional facility; emotional stability, sensitivity to the needs of youthful offenders; patience; tact; alertness; and keenness of observation. Assignments may include sole responsibility for the supervision of youthful offenders and/or protection of personal and real property.

SPECIAL PHYSICAL CHARACTERISTIC Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders.

THE POSITION A Registered Nurse, Correctional Facility under general direction, in a Youth Authority facility provides direct and indirect nursing care to patients; provides clinical supervision and training of other nursing staff; collaborate with physicians and other health care providers; takes independent action within professional preparation and legal limits; maintaining order and supervises the conduct of youthful offenders; protects and maintains the safety of persons and property; and does other related work.

Vacancies exist at various Youth Authority facilities throughout the state with the Department of the Youth Authority.

ELIGIBLE LIST The eligible list resulting from this examination will be used to fill vacancies at Youth Authority facilities located throughout the state. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 24 months after it is established.

VETERANS PREFERENCE Veterans preference credit will be added to the final score of all competitors in this examination who qualify for and have requested these points and who are successful in all parts(s) of the examination.

THIS BULLETIN CANCELS AND SUPERSEDES BULLETIN ISSUED ON 1/28/98
SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Department of the Youth Authority
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823
Telephone: (916) 262-1338

Registered Nurse, (Correctional Facility)
Final Filing Date: Continuous Filing
Class Code: T180-9275

GENERAL INFORMATION

Applications (Form 678) must be postmarked by the United States Postal Service no later than the final filing date. Applications postmarked, personally delivered or received via interoffice or interagency mail after the final filing date will not be accepted for any reason

For an examination without a written feature,it is the candidate’s responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, in Sacramento at (916) 262-1338, three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate’s responsibility to contact the Department of the Youth Authority three days prior to the oral interview date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior of the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at Youth Authority facilities, State Personnel Board, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test and all candidates who pass will be ranked according to their scores.

Promotional Examinations Only: Competition is limited to employees who have permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

The Department of the Youth Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the ADA, and the rights provided there under, are available from the ADA Manager, Equal Employment/Community Participation Office, 4241 Williamsborough Drive, Suite 201, Sacramento, California 95823, (916) 262-1475.

Appeal Information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244-2010, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. *The appeal must be filed within 30 days after the notice of examination result were mailed and must state the facts, information, or circumstances upon which the appeal is based.* Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.

MISSION AND VALUES

The Mission of the Youth Authority is to protect the public from criminal activity by providing education, training, and treatment services to youthful offenders committed by the courts; assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency. In order to enhance our ability to accomplish our mission, we have a shared set of values. **We Value: *The Worth of the Individual*** - We treat all people with dignity, respect, and consideration. ***People's Ability to Grow and Change*** - We believe people have the ability to grow and change, and we provide the opportunity for them to do so. ***Staff as our Greatest Resource*** - We encourage staff to develop personally and professionally and to participate in decision making. ***Ethical and Moral Behavior*** - We demonstrate a behavior which is fair, honest, and ethical both on and off the job. ***Citizen Participation*** - We invite public involvement, support, and assistance to plan, deliver, and evaluate programs. ***Excellence*** - Our performance demonstrates a commitment to and recognition of quality, dedication, and innovation. ***A Safe and Healthy Environment*** We believe that physical and mental health are important, and our commitment is to provide a safe and secure work and living environment.

THE DEPARTMENT OF THE YOUTH AUTHORITY

4241 Williamsborough Drive, Suite 115
Sacramento, California 95823
Telephone: (916) 262-1338

California Relay Service for Hearing Impaired
From TDD Phone: 1-800-735-2929
From Voice Phone: 1-800-735-2922

World Wide Web address: www.cya.ca.gov

Recorded Examination Line: (916) 262-1328

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.